

Standard Form 50 B
Rev 7/91
U.S. Office of Personnel Management
FPM Supp 298-33, Subch 4

NOTIFICATION OF PERSONNEL ACTION

1 Name (Last, First, Middle)					2 Social Security Number					3 Date of Birth					4 Effective Date																																												
FIRST ACTION										SECOND ACTION																																																	
5-A Code					5-B Nature of Action					6-A Code					6-B Nature of Action																																												
5-C Code					5-D Legal Authority					6-C Code					6-D Legal Authority																																												
5-E Code					5-F Legal Authority					6-E Code					6-F Legal Authority																																												
7. FROM: Position Title and Number										15. TO: Position Title and Number																																																	
8 Pay Plan					9 Occ Code					10 Grade/Level					11 Step/Rate					12 Total Salary					13 Pay Basis					16 Pay Plan					17 Occ Code					18 Grade/Level					19 Step/Rate					20 Total Salary/Award					21 Pay Basis				
12A Basic Pay					12B Locality Adj					12C Adj Basic Pay					12D Other Pay					20A Basic Pay					20B Locality Adj					20C Adj Basic Pay					20D Other Pay																								
14 Name and Location of Position's Organization										22 Name and Location of Position's Organization																																																	
EMPLOYEE DATA										24 Tenure										25 Agency Use					26 Veterans Preference for RIF																																		
23 Veterans Preference										0 - None 1 - Permanent 2 - Conditional 3 - Indefinite															<input type="checkbox"/> YES <input type="checkbox"/> NO																																		
27 FEGLI										28 Annuitant Indicator										29 Pay Rate Determinant																																							
30 Retirement Plan										31 Service Comp Date (Leave)										32 Work Schedule										33 Part Time Hours Per Biweekly Pay Period																													
POSITION DATA										35 FLSA Category										36 Appropriation Code										37 Bargaining Unit Status																													
34 Position Occupied										E - Exempt N - Nonexempt																																																	
38 Duty Station Code										39 Duty Station (City - County - State or Overseas Location)																																																	
40 AGENCY DATA										41										42										43										44																			
45 Remarks																																																											
46 Employing Department or Agency															50 Signature/Authentication and Title of Approving Official																																												
47 Agency Code										48 Personnel Office ID										49 Approval Date																																							
TURN OVER FOR IMPORTANT INFORMATION																																																											
5 Part 50 316																																																											
1 - Employee Copy - Keep for Future Reference																																																											
Editions Prior to 7/91 Are Not Usable After 6/30/93 NSN 7540-01-333-6238																																																											

FORMS MANAGEMENT DATA										As Of June 1993										Form No. SF 50B										Sheet No 8																													
National Stock No.										U/I										Edition										GSA Control No.										Code										Description - Remarks									
7540-01-333-6238										BX										7-91										50-316										C										241mm x 279mm (9-1/2 x 11") (216mm x 279mm [8-1/2 x 11"] detach- ed); 5-part carbon interleaved marginally punched continuous; white CW bond, pt 1--sub. 56-60g/m ² (15-16 lb.), head to foot; pts 2 thru 5--sub. 34-35g/m ² (9-10 lb.), face only; file punched at top; black ink except for back of part 1, which is gray ink 500 forms per BX									
(New Stock Number)																																																											
*Prior edition (8/88) usable until 7/1/93. See next page.																																																											
STOCKED BY										<input checked="" type="checkbox"/> GSA DEPOT <input type="checkbox"/> SUPT OF DOCUMENTS (GPO)										DATE AVAILABLE FROM GSA SUPPLY DEPOTS:																																							
										<input checked="" type="checkbox"/> OTHER (Explain) GSA Customer Supply Centers																																																	



NOTICE TO EMPLOYEE

This is your copy of the official notice of a personnel action. Keep it with your records because it could be used to make employment, pay, and qualifications decisions about you in the future.

The Action

- Blocks 5 B and 6-B describe the personnel action(s) that occurred
- Blocks 15-22 show the position and organization to which you are assigned

Pay

- When the personnel action is an award or bonus, block 20 shows the amount of that one-time cash payment. When the action is not an award or bonus, block 12 shows your former total annual salary, and block 20 shows your new total annual salary (block 20C plus 20D). The amounts in blocks 12 and 20 do not include any one-time cash payments (such as performance awards and recruitment or relocation bonuses) or payments that may vary from one pay period to the next (such as overtime pay), or other forms of premium pay.
- Block 20A is the scheduled amount for your grade and step, including any special salary rate you receive. It does not include any locality based pay. This rate of pay serves as the basis for determining your rate of pay upon promotion, change to a lower grade, or reassignment, and is used for pay retention purposes.
- Block 20B is the annual dollar amount of your Interim Geographic Adjustment or, beginning in 1994, your locality-based comparability payment.
- Block 20C is your Adjusted Basic Pay, the total of blocks 20A and 20B. It serves as the basis for computing your retirement benefits, life insurance, premium pay, and severance pay.
- Block 20D is the total dollar amount of any Retention Allowances, Supervisory Differentials, and Staffing Differentials that are listed in the remarks block. These payments are made in the same manner as basic pay, but are not a part of basic pay for any purpose.

Block 24 - Tenure

- Identifies the nature of your appointment and is used to determine your rights during a reduction in force (RIF). Tenure groups are explained in more detail in subchapter 26 of FPM Supplement 296.33 and RIF is explained in FPM Supplement 351-1; both should be available for review in your personnel office.

Block 26 - Veterans Preference for RIF

- Indicates whether you have preference for reduction-in-force purposes.

Block 30 - Retirement Plan

- **FICA** —Social Security System
- **CS** —Civil Service Retirement System
- **CS-Spec** —Civil Service Retirement System for law enforcement and firefighter personnel
- **FS** —Foreign Service Retirement and Disability System
- **FERS** —Federal Employees Retirement System
- **FERS-Reserve Tech** —Federal Employees Retirement System for National Guard Reserve Technicians
- **FERS-ATC** —Federal Employees Retirement System for Air Traffic Controllers
- **FERS-Spec** —Federal Employees Retirement System for law enforcement and firefighter personnel
- **FSPS** —Foreign Service Pension System

Block 31 - Service Computation Date (Leave)

- Shows when your Federal service began unless you have prior creditable service. If so, this date is constructed to include your total years, months and days of prior creditable civilian and military service.
- Full-time employees with fewer than 3 years of service earn 4 hours of annual leave each pay period; those with 3 or more years but less than 15 years earn 6 hours each pay period; and those with 15 or more years earn 8 hours each pay period.
- Your earnings and leave statement or your time and attendance card will show the rate at which you earn leave and your current unused leave balance.

Block 32 - Work Schedule

- Your work schedule is established by your supervisor.
- A full-time employee works on a prearranged scheduled tour of duty that is usually 40 hours per week. A part-time employee has a prearranged scheduled tour of duty that is usually between 16 and 32 hours per week. An intermittent employee has no prearranged scheduled tour of duty and works when needed.
- Full-time and part-time employees whose appointments are for 90 days or more are usually eligible to earn annual leave; intermittent employees are not.
- Seasonal employees work on an annually recurring basis for periods of less than 12 months each year; they may have a full-time, a part-time, or an intermittent schedule during their work season.
- On-call employees work during periods of heavy workload and are in pay status for at least 6 months of each year; they may have either a full time or a part-time schedule when they are in pay status.

Block 33 - Part-time Hours Per Biweekly Pay Period

- Indicates the number of hours a part-time employee is scheduled to work during a two week pay period.

Block 34 - Position Occupied

- Identifies the employment system under which you are serving — the Competitive Service, the Excepted Service, or the Senior Executive Service (SES).
- The employment system determines your eligibility to move to other jobs in the Federal service, your rights in disciplinary and adverse actions, and your eligibility for reemployment if you leave Federal service.

Block 35 - FLSA Category

- Exempt employees are not covered by the minimum wage and overtime law (the Fair Labor Standards Act); nonexempt employees are covered.

Block 37 - Bargaining Unit Status

- Identifies a bargaining unit to which you belong, whether or not you are actually a member of a labor organization. Code "7777" indicates you are eligible but not in a bargaining unit; code "8888" indicates you are ineligible for inclusion in a bargaining unit.

Blocks 38 and 39 - Duty Station

- Identifies the city, county and state or the overseas location, where you actually work.

OTHER INFORMATION

- If your appointment entitles you to elect health benefits or life insurance, and you have not been provided materials explaining the programs available and the enrollment forms, contact your personnel specialist.
- Your personnel specialist will also tell you if your position is covered by an agreement between an employee organization (union) and your agency. If you are eligible to and elect to join an employee organization, you can

elect to have your dues withheld from your salary.

- If you have questions or need more information about your rights and benefits, ask your supervisor or your personnel office.

- Definitions for any coded data in Blocks 1-24, 27-39 and 45-50 may be found in Federal Personnel Manual Supplement 292.1.

It is your responsibility to read all the information on the front of this notice and tell your personnel office immediately if there is an error in it.

FORMS MANAGEMENT DATA					As Of June 1993	Form No. SF 50B (Cont.)	Sheet No. 8a
National Stock No.	U/I	Edition	GSA Control No.	Code	Description - Remarks		
7540-01-333-6237 (New Stock Number)	BX	7-91	50-315	C	3-part carbon interleaved marginally punched continuous Same as parts 1 thru 3 of 5-part marginally punched construction 800 forms per BX		
7540 01-249-1911	BX	8-88 **	50-314	C	241mm x 279mm (9-1/2 x 11") (216mm x 279mm [8-1/2 x 11"] detached) 5-part carbon interleaved marginally punched continuous; white CW bond, pt. 1--sub 56-69g/m ² (15-16 lb.), head to foot, pts 2 thru 5--sub 34-35g/m ² (9-10 lb.), face only; See next page.		
<p>*Prior edition (8/88) usable until 7/1/93 **Discontinue using this edition 7/1/93.</p>							
<div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> GSA DEPOT <input type="checkbox"/> SUPT OF DOCUMENTS (GPO) </div>					DATE AVAILABLE FROM GSA SUPPLY DEPOTS:		
<div style="display: flex; justify-content: space-between;"> STOCKED BY <input checked="" type="checkbox"/> OTHER (Explain) GSA Customer Supply Centers </div>							